

Session 1: Module 3 - Application Security	
SCRIPT	
Description	Text
1. Introduction	Welcome to Session 1: Module 3 of the M-SPIRIT Required Online Training presented by the Montana Department of Public Health and Human Services WIC Program.
2. Start	Application Security
3. Application Security - Level 1	M-SPIRIT has three primary levels of application security. The first level is created by having the application installed on the workstations; you cannot use just any computer to access M-SPIRIT.
	Also all of the participant data is stored on the centralized database accessed via the Internet and not on your workstation or any other computers at your local agency.
4. Application Security - Level 2	The second level of application security is based on the authentication of your usernames and passwords when you log into both your workstation and the M-SPIRIT application.
	If you are on the state network, your workstation and M-SPIRIT usernames are identical, but could have different passwords, depending on what you chose. If you are off the state network, then both the username and password could be different for your workstation and M-SPIRIT.
	As indicated in the last module, your passwords and user IDs to log into your workstation are maintained by either the state of Montana IT department or local IT personnel, depending on who provides your internet service.
5. WorkstationPWs	Workstation passwords for the state network are required to be at least 8 characters long, no double characters, contain one capital letter, one lower case letter and one digit. If you are having trouble setting a password, call the WIC 1-800 number and chose option 1.
	If you are not on the state network, contact your local IT personnel for password assistance.
	We will discuss M-SPIRIT usernames and passwords in the next module.

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6. AppSecurity_4	The third level of application security is authorization or the assignment of roles and access to each user.
	All users are assigned a role that provides access to specific system functionality.
	The roles in M-SPIRIT are based on your role in your WIC clinic(s). The roles are CPA, Aide, Local Agency WIC Director, RD or Breastfeeding Peer Counselor.
	Although a person could play different roles in different clinics, generally the State provides the person the same access for all clinics in the agency.
	For more information on the responsibilities and roles of each WIC position, please refer to policies 4-1 to 4-3 in the Montana WIC State Plan, which is available on the Montana WIC website.
7. AppSecurity_5	Another aspect of authorization is assigning agency and clinic access.
	You are only allowed to work at your own local agency or agencies.
	You are then assigned access to clinics within your agency.
	You may have access to only those specific clinics that you work at.
8. UserMaint_1	The maintenance of user IDs, roles and access is an administrative function of the State Office and Montana WIC Help Desk.
	Local agency coordinators, or the staff person they delegate, are responsible for providing notification of any staffing changes as soon as they are known by contacting the Montana WIC Help Desk and filling out a state access request and a WIC Access Form.
9. UserMaint_2	The access request for the state network is available online at http://www.dphhs.mt.gov/tsc/securityaccessforms.shtml . All new WIC employees at the local agency level will fill out the Non-DPHHS Employee System/File Access Request, or OM-300B. To remove a WIC employee, fill out Non-DPHHS Employee System/File Access DELETE Request, or OM-300D.
	New employees sign and date the form. The Montana WIC director signs as the supervisor, NOT the local agency WIC director.
	Please fax this form to the state office, not the number on the sheet. And remember, the only signature required is the signature of the new employee.

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10. UserMaint_3	The WIC Access Form is available on the Montana WIC website in the Resources section. This form will set what role you have in M-SPIRIT as well as access to your local agency.
	You request access to the Adjunctive Eligibility System (SIS) and request a state email account on this form as well.
	Fax this form along with the State Network Access Form to the WIC State Office fax number.
11. Usernames	Every user has a unique and standardized username or user ID to access M-SPIRIT, which may be separate from the username used to access your workstation.
	Your username for M-SPIRIT will be what's commonly called your "c" or "cs" number. You will get this number after the OM-300B is received and processed and you have completed this required online training.
12. Passwords_1	Your password is good for 90 days.
	10 days before your password's expiration date, the system will start prompting you with a message indicating how many days you have left before your password expires.
13. Passwords_2	M-SPIRIT will only allow 5 login attempts before displaying a message that you are locked out and need to call the Help Desk, which is not true. You may attempt again by re-clicking on the M-SPIRIT module.
14. ChangingPWs1	If you do forget your password, call the Help Desk for a password reset to the default password.
	You cannot use this default password without the Help Desk first setting it to this value nor can you use this password to access M-SPIRIT.

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	The system will prompt you with a message that reads: "You have just logged in with the system default password. You must change your password now to continue" and automatically opens the Change Password screen.
15. ChangingPWs2	There are three ways to change your password in M-SPIRIT.
	The first is if the system prompts you that your password is going to expire in a certain number of days. When you click Yes on the prompt the next window that opens is the Set Password window.
	The second is if you login after calling the Help Desk with the default password. Once you login with the default, the system automatically opens the Set Password window.
	Lastly, you can change your password after logging into M-SPIRIT using the System Tools menu.
16. <changepw>	In the M-SPIRIT clinic application, click on the File menu.
17. <changepw1>	Select System Tools.
18. <changepw2>	Select Change Password.
19. <changepw3>	Watch while we change our password. First we will type our current password in that field.
	We can use the Tab key on our keyboard to move from field to field or we can use our mouse.
	We are going to tab and type our New Password into that field.
20. <confirm>	We are going to tab and type our New Password again into the Confirm New Password field.
21. <click OK>	Now, go ahead and click OK to save our changes.
22. <end>	The next time we log into M-SPIRIT we will have to use our new password to login.

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23. Standards	There are standards that must be met when you create your password. It must be a minimum of 6 characters and be no longer than 15 characters.
	Passwords are case-sensitive so using a mixture of upper and lowercase letters increases the security of your password.
	You can also use numbers, letters and special characters in your password. However, spaces and tabs cannot be part of your password.
24. Purpose	The purpose of a password is to protect you from other people accessing the M-SPIRIT application and certifying or issuing benefits using your name. It protects you from someone using your name to do things. It should be something that is not easily guessed.
	It should also be something that you keep private and protected.
	This means you should not write your password down and stick it on your computer, under your keyboard or in your drawer. Since usernames are standardized, if someone knows your name and finds your password, they can log in as you and can perform functions in the system completely anonymously.
25. Login	The login window prompt appears the first time you open M-SPIRIT each day. You can open M-SPIRIT by double-clicking the icon on your workstation's desktop or by using the Start Menu and going to Start...Programs...WIC Applications.
26. <icon>	Double-click the Clinic icon on the desktop to start the log in process.
27. <mouse>	<mouse> No voice.
28. <user1>	Click in the User Name field.
29. <user2>	Watch while we type a username. Your username will be provided to you just prior to when you will start using M-SPIRIT and we will review username and password information in the next module.
30. <user3>	Please press the Tab key on your keyboard or click in the Password field...
31. <pw>	... Watch while we type the password.
	The password will be hidden from view by asterisks

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	Clicking the Cancel button will stop the M-SPIRIT startup process.
	Go ahead and press the Enter key on your keyboard or click the OK button to complete the login.
32. <wait>	<no script>
33. <updates1>	M-SPIRIT does a check for software updates and then...
34. <updates2>	M-SPIRIT does a quick check for reference data updates and brings them down from the centralized server to your workstation.
35. <start>	Once the application updates are complete, the application is started.
36. <SelectClinic1>	The agency you have been assigned access to defaults into the Agency drop-down list.
	For most of you, this list will contain only one agency.
	The Clinic drop-down lists all of your accessible clinics.
	The last clinic you selected from this list will default.
	If you are at a different clinic from the one displayed, you will need to select your Clinic from the drop-down list.
	Go ahead and click the Clinic drop-down arrow to open the list of available clinics we can work at.
37. <SelectClinic2>	We are going to work at the Riverstone WIC Program today. Click on this clinic to select it.
38. <OK2>	To save our clinic selection, press the Enter key or click the OK button.
39. <opens>	Once you've successfully logged in, the M-SPIRIT application opens to the Participant List screen for the clinic you just selected when logging in.
40. Change Clinics	You can switch to a different clinic within your agency that you have access to without exiting M-SPIRIT.
	When using M-SPIRIT, you open participant folders to view information and provide services to WIC participants. These folders must be closed before switching to another clinic.

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	If any folders are open the system will prompt you with a message that reads "You must close all participant folders before you can change the clinic of operation".
41. <changeclinic>	In M-SPIRIT, the local or default view is based on CLINIC not agency.
	The current clinic you are working in displays on the title bar of this Participant List screen.
	Some agency staff work in multiple clinics each day.
	You can change the clinic you are working in to work with participants assigned to different clinics within your agency while in the M-SPIRIT application.
	We are going to switch from working in the Riverstone WIC Program, which we selected when logging in, to Lockwood WIC without closing the clinic application.
	Click the File menu in the top left corner.
42. <select>	Select System Tools from the menu.
43. <select1>	Select Select Clinic
44. <select2>	<no script>
45. <select3>	Click the Clinic drop-down arrow.
46. <select4>	Select Lockwood WIC from the list.
47. <select5>	<no script>
48. <select6>	Click the OK button to save the clinic selection and exit the Change Clinic of Operation window.
49. <select7>	Notice the clinic on the title bar still reads: RiverStone WIC Program.
	We need to refresh the screen. To do this, click the Clear button.
50. <select8>	...and the title bar refreshes to reflect the clinic we are currently working in: Lockwood WIC.
	It should be noted that this setting is not maintained once the clinic application is closed.
	Click the Exit icon and we'll see what this means.

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51. <openagain>	M-SPIRIT has been already been opened and is still running. This time, we can re-open M-SPIRIT without entering our login credentials.
	Double-click the Clinic icon on the desktop to re-open the M-SPIRIT application.
52. <again1>	We will discuss the WIC Session Manager in an upcoming module. But this indicates that M-SPIRIT is still running even though we closed the clinic application.
53. <again2>	<no script>
54. <again3>	The Location window re-opens.
	Notice that the Clinic drop-down displays the Riverstone WIC Program (not Lockwood which we selected while in the clinic application) since this is the clinic we selected in this window the last time we opened the clinic application.
	The default clinic is not affected by changing the clinic in the M-SPIRIT application itself.
55. <again4>	Click the Ok button.
56. <again5>	The original Riverstone WIC Program opens by default if we don't make any changes to the Location window when re-opening M-SPIRIT.
57. Questions	Do you have any questions about what we just reviewed? If so, please submit them via the M-SPIRIT Frequently Asked Questions forum on the Montana WIC website.
58. End	<no voice>